www.businessforall.org
Business Development Services

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1) MY NAME IS:_____ **FROM VILLAGE**_____ **MEMBER ID**_____ **NUMBER OF SHARES**_____

2) Business activity: _____ **Length operating** _____**Location (of business)** _____**business registered Y/N**

3) From analysing the business, I consider these as my strengths:

_____

_____

4) From analysing the business, I consider these as my weaknesses, and which I am addressing:

_____

_____

5) I want a loan for:

_____

_____

- **Loan details:** I need a loan of _____ at _____% interest
- I will repay: Loan principle _____ Interest MK _____
- I will make Savings of ___% _____ I will buy shares of _____% _____
- My total payment is _____ to be repaid over _____months
- I need to make a weekly, fortnightly, monthly repayment of _____

Money Available

Loan	_____
Savings	_____
Other money	_____
Total	_____

6) My last loan was _____, at _____% I got it from _____ I repaid it in _____ months I made _____ savings

7) I spent my previous loan on:

_____

8) My customers are:

_____

_____

9) I am going to promote my business and make customers aware of my products and services by:

_____

10) My competitor's prices are: Competitor 1) _____Competitor 2) _____Competitor 3) _____

11) I have set the business' prices at the current level because:

_____

DESCRIPTION	PRICE	SALES QUANTITY	SALES TURNOVER

12) I will make _____ **sales turn over per week** **SALES TURN OVER = SALES QUANTITY X PRICE**

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13) I'm going to organise my business by getting the products from the supplier to my business and then to the customer:

- I need to communicate with the supplier _____ days in advance
- I am going to collect products (from the supplier) _____ / week or _____ / month
- It's going to take me _____ hours / days to get the products from the suppliers to my business.
- I will take the minibus, coach, pickup to the supplier, this will cost _____
- I will sell my products at _____ this is going to cost me in rent / market fee _____ / month

	MY TOTAL COSTS	
	WEEKLY	MONTHLY
PRODUCTS		
TRANSPORT		
ACCOMODATION		
BOYS HELP / LABOUR		
PROMOTION		
MISC		
WAGES		
RENT		
LOAN REPAYMENTS		
OTHER		
TOTAL		

14) My projected cash flow will be:

DATE	REASON	MONEY IN	MONEY OUT	BALANCE

Have you included (where appropriate):

MONEY IN / SALES

- Loan ☐
- Savings ☐
- Sales ☐

MONEY OUT / COSTS

- Transport ☐
- Hired labour ☐
- Wages ☐
- Rent ☐
- Market fee ☐
- Stock ☐
- Construction ☐
- Loan repayment ☐

15) With the profits I will:

_____

_____

SIGNATURE / MARK _____ **DATE** _____